



STATE OF DELAWARE
DEPARTMENT OF CORRECTION
OFFICE OF THE DEPUTY COMMISSIONER
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October 26, 2007

The following documents are the current Execution policies for the Department of Correction. Certain portions of these documents have been redacted. The redacted portions are those areas which relate to actions, activities and responsibilities involving sensitive security matters.



Thomas L. Carroll
Deputy Commissioner

<p>POLICY OF</p> <p>STATE OF DELAWARE</p> <p>DEPARTMENT OF CORRECTION</p>	<p>POLICY NUMBER</p> <p>2.7</p>	<p>PAGE NUMBER</p> <p>1 of 1</p>
<p>CHAPTER: 2 STATUTORY AND LEGAL AUTHORIZATION</p>	<p>RELATED ACA STANDARDS:</p>	
<p>APPROVED BY THE COMMISSIONER:</p>	<p>SUBJECT: EXECUTION</p>	
<p>EFFECTIVE DATE: August 31, 2007</p>		

- I. AUTHORITY: Title 11, sections 4209 (f) and 6504 (11) of the Delaware Code
- II. PURPOSE: To carry out the sentence for those persons sentenced to death.
- III. APPLICABILITY: All Department employees, volunteers, persons or organizations conducting business with the Department and inmates under the sentence of death.
- IV. POLICY: The Chief-Bureau of Prisons is responsible to ensure that Execution Procedures are developed by the Warden-Delaware Correctional Center to carry out the court mandated execution of an inmate sentenced to death. This execution is to be carried out by the Warden-Delaware Correctional Center and supervised by the Commissioner-Department of Correction. The Execution Procedures shall provide for imposition of the sentence of death upon the terms and conditions as set forth by the trial court and will provide for witnesses and media access at the time the execution is carried out. The procedures will provide for proper communication with the Governor and the Attorney General to assure no judicial intervention exists at the time scheduled to carry out the execution.

STATE OF DELAWARE BUREAU OF PRISONS PROCEDURE MANUAL	POLICY NUMBER 2.7	PAGE NUMBER Page 1 of 1
CHAPTER: 2 Statutory & Legal Authorization	RELATED ACA STANDARDS: SUBJECT: Execution Procedure	
APPROVED BY THE CHIEF, BUREAU OF PRISONS: <i>Richard Kearney</i>		
EFFECTIVE DATE: August 31, 2007		

- I. AUTHORITY:
Title 11, sections 4209(f) and 6504(11) of the Delaware Code; Department of Correction Policy 2.7
- II. PURPOSE:
To provide guidance regarding the responsibilities for, and the establishment of standardized procedures relating to the imposition of a court mandated execution.
- III. APPLICABILITY:
Those employees who are assigned responsibility for the court ordered execution of an inmate sentenced to death.
- IV. DEFINITIONS:
 - A. ISDP – An “inmate sentenced to the death penalty.”
 - B. Warden – The assigned Warden of the Delaware Correctional Center who is the Commissioner’s designee in charge of all aspects of an execution.
- V. PROCEDURE:
When an ISDP receives an execution date, the Department of Correction has the responsibility for the execution of that inmate. This execution shall be carried out at the Delaware Correctional Center pursuant to procedures developed by the Warden of the Delaware Correctional Center. The Chief – Bureau of Prisons is responsible to ensure that all necessary resources and personnel needed are available to the Warden of the Delaware Correctional Center to carry out a court ordered execution.

<p>State of Delaware Delaware Correctional Center</p>  <p>DELAWARE CORRECTIONAL CENTER DEPARTMENT OF CORRECTIONS DCC SMYRNA</p>	<p>STANDARD OPERATING PROCEDURES</p>	<p>PROCEDURE NUMBER 2.7</p>	<p>PAGE Page 1 of 23</p>
<p>CHAPTER: SECURITY EXECUTION PROCEDURE</p>			

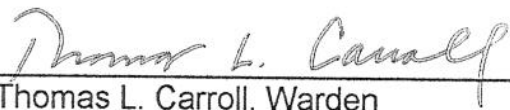
RESTRICTED---LIMITED DISTRIBUTION

EFFECTIVE: August 31, 2007

SUMMARY of REVISION/REVIEW


This document supersedes previous standard operating procedure 2.7 dated August 1, 2005

APPROVED:




Thomas L. Carroll, Warden
Delaware Correctional Center

- I. **AUTHORITY:** Title 11, sections 4209(f) and 6504(11) of the Delaware Code; Department of Correction (DOC) Policy 2.7 and Bureau of Prisons (BOP) Procedure 2.7.
- II. **PURPOSE:** To establish standardized procedures that staff shall use to carry out the court-mandated execution of an inmate sentenced to death.
- III. **APPLICABILITY:** All employees, volunteers, persons or organizations who are assigned any responsibility or activity involving an execution of an inmate sentenced to the death penalty.
- IV. **DEFINITIONS:**
 - A. ISDP: An "inmate sentenced to the death penalty."

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- B. Housing: Where an adult male or female under sentence of death shall be housed in an appropriate security level at an institution as determined by the Warden.
- C. Execution Holding Cell: That cell or area that is reasonably isolated from general inmate population and maintained upon the confines of the Delaware Correctional Center for holding an inmate sentenced to the death penalty.
- D. Execution Site: An area that is located inside the secured fence of the Delaware Correctional Center for this purpose.
- E. Warden: The assigned Warden of the Delaware Correctional Center who is the Commissioner's designee in charge of the execution.
- V. **POLICY**: It is the policy of the Department of Correction to ensure that an execution is carried out as mandated for an inmate sentenced to the death penalty (ISDP).
- VI. **PROCEDURE**: The following activities will be completed by the designated personnel.
 - A. **Responsibilities**:
 - 1. **Delaware Correctional Center Warden**
 - a. Coordinate the following items:
 - (1) If applicable, transfer of ISDP to the Delaware Correctional Center.

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- (2) Secure list of witnesses and attorneys from the ISDP. (Attachment #2)
 - (3) Complete instructions for disposal of ISDP's property and money in the inmate's account after execution. (Attachment#3)
 - (4) Complete instructions for disposal of ISDP's remains after execution. (Attachment #4)
 - (5) Obtain list of ISDP's request for persons to visit with ISDP.
 - (6) Obtain final meal request from ISDP. (Attachment #5)
- b. Submit requests for police personnel to assist, including but not limited to, the following agencies:
-
- c. Submit requests for assistance from Departmental personnel to Bureau and Department level(s).
- (1) Warden(s) – Howard R. Young Correctional Institution, Sussex Correctional Institution, Baylor Women's Correctional Institution, Morris Community Correctional Center, Webb Correctional Facility, and Plummer Community Correctional Center.




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- (2) Correctional Emergency Response Team (CERT) .
 - (3) Internal Affairs.
 - d. Notify the following of the pending execution:
 - (1) Office of the Governor.
 - (2) Office of the Commissioner.
 - (3) Office of the Chief - Bureau of Prisons.
 - (4) Office of the Attorney General.
 - (5) Office of the State Medical Examiner.
 - e. Assemble Departmental Execution Team and practice procedures as outlined. (Attachment #1)
 - f. Obtain and handle required chemicals. (Attachment #1)
 - g. Supervise, manage and direct activities of the execution of ISDP. (Attachment #1)
 - h. Document and file completed reports of the execution.
2. Warden of facility (excluding Delaware Correctional Center) where inmate is housed (if at a location other than the Delaware Correctional Center):
- a. Provide ISDP's witness list to Delaware Correctional Center Warden. (Attachment #2)
 - b. Provide instructions for disposal of ISDP's property and money in the inmate's account after execution. (Attachment #3)

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- c. Establish transfer procedure of ISDP to the Delaware Correctional Center.
3. Chief, Media Relations and DCC Public Information Officer:
 - a. Notify pre-approved list of witnesses in writing of date and time of scheduled execution. Prepare and submit to the Warden the listing of confirmed official witnesses.
 - b. Establish media pool. (Attachment #6)
 - (1) Compile information to be provided to media as approved by the Delaware Correctional Center Warden.
 - (2) Accompany media pool to and from the Delaware Correctional Center execution site.
4. Institutional Investigator(s), Delaware Correctional Center: Escort ISDP's and victim's family witnesses to the Delaware Correctional Center to view the execution in separate vehicles. The victim's family and ISDP's family will be kept separate at all times. The Investigators shall escort up to two adult members of the immediate family of the ISDP and two adult members of the victim's family.
5. Chief - Bureau of Prisons: Render assistance and provide the Delaware Correctional Center Warden all resources and personnel necessary to carry out a court-ordered execution.

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6. CERT: [REDACTED]

7. Security Superintendent, Delaware Correctional Center: [REDACTED]

8. Security Superintendent, Delaware Correctional Center: [REDACTED]

9. Chief of Security for the Department of Correction: [REDACTED]

B. Sequence of Events: The following sequence of events will be accomplished during the identified time windows preceding an execution.

1. Between twenty-five and forty days prior to execution date:

- a. Mail: The mailroom officer(s) shall be notified in writing that an execution date has been set for a specific inmate. (Attachment #9)



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- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

b. Visiting Procedure:

- The Warden must authorize any exceptions to normal visiting.
- Prior to the scheduled date of execution, daily visits may be authorized in addition to the attorney of record visits,

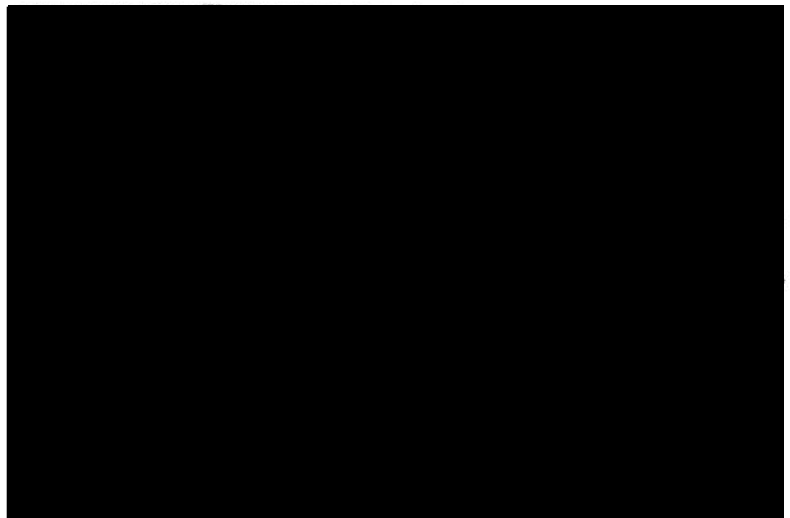
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subject to the Warden's approval.

- After the ISDP is moved to the execution holding cell, visits shall be restricted to approved clergy and the attorney of record, unless otherwise authorized by the Warden.
- c. Telephone Privileges: The ISDP shall be afforded telephone privileges as authorized by the Warden prior to transfer to the execution holding cell. Unless directly ordered by the Warden, no telephone privileges shall be authorized following transfer of the ISDP to the execution holding cell.
- d. Monitoring: In addition to normal housing logs, officers assigned to supervise the ISDP shall maintain detailed logs of the activities of the ISDP.
- e. Crowd Control/Security:

(1)

(2)





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(3)

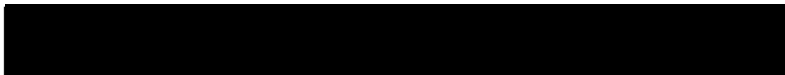

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(5)

- f. Witnesses: The number of required witnesses should be specified in the sentencing order. If unspecified, ten witnesses will be selected to attend the execution.


- (1) All witnesses, excluding the news media and required staff members, are extended an invitation from the Warden by the Chief, Media Relations. Witnesses must acknowledge their intent to attend.

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 The following persons will be among those invited.

- Senator of the 15th Senatorial District.
- Representative of the 28th Representative District.
- House and Senate Correction Committee Chairperson.
- Delaware State Police Superintendent or designee.
- Local Police Chief.
- Representative of Arresting Agency.
- Prosecuting Attorney.
- Delaware Violent Crime Board Representative.

- g. Alternate Official Witnesses: Two alternate witnesses shall be invited and asked to stand by until the start of the execution process to provide for replacement of a primary witness in case the need arises.
- h. Witnesses of ISDP: No more than two adult family members or friends of ISDP, as approved by the Warden, shall be permitted to attend the execution of the ISDP. An Institutional

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Investigator of the Delaware Correctional Center shall escort these witnesses.

- i. Victim Witnesses: Two adult members of the immediate family of the victim or his or her designee, as approved by the Warden, shall be permitted to attend the execution of the ISDP. An Institutional Investigator of the Delaware Correctional Center shall escort these witnesses. Victim witnesses and the witnesses of the ISDP will be kept separate at all times.
- j. Media Witnesses: The DCC Public Information Officer and the DOC Chief of Media Relations shall meet with the Warden and Deputy Wardens to coordinate planned news releases and media coverage/attendance for the execution. There shall be no media visits with the ISDP or any other DCC inmates during the final thirty days prior to an execution.
(Attachment #6)
- k. ISDP Information: The Delaware Correctional Center Warden shall obtain information from the ISDP regarding ISDP's witnesses, disposition of personal property, money and remains, personal and legal visitors and request for final meal.

2. Within One Week and up to the day of execution:



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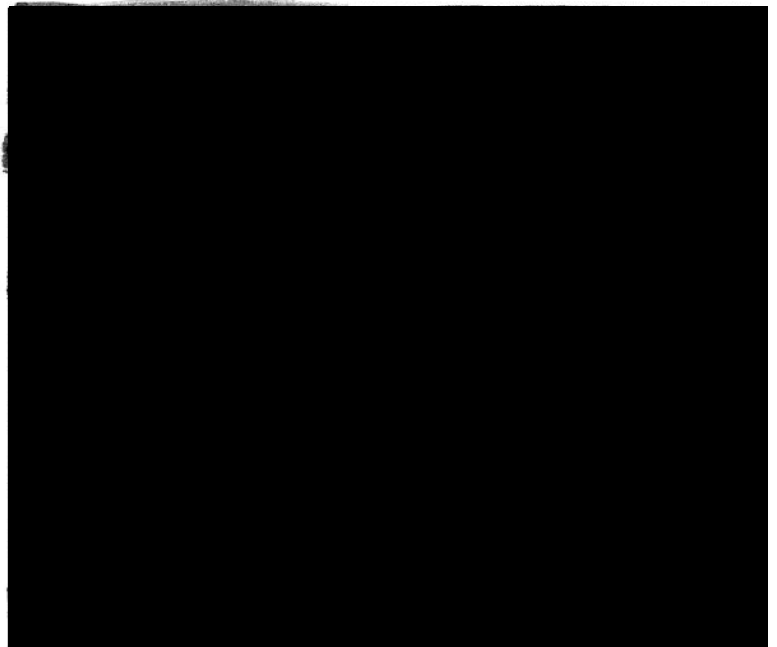
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- a. The Shift Commanders who are scheduled for duty on the date and time of the impending execution shall be briefed regarding activities of the shifts.
- b. Operations will function normally, except as directed by the Warden.

(1)



(2)



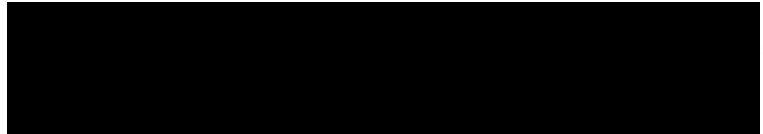


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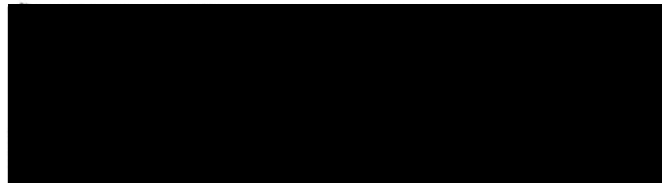
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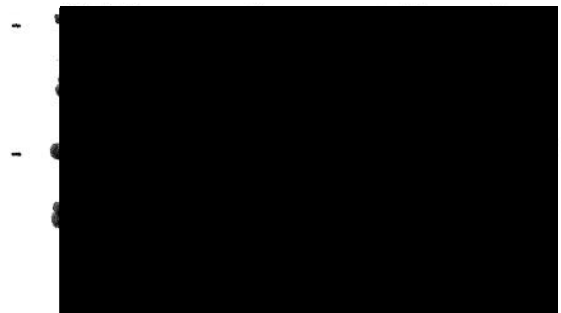
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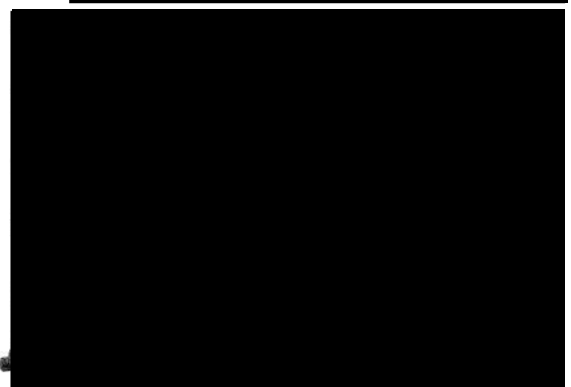
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- d. Institutional Scheduling Officer shall complete rosters of on-duty staff (all shifts) for scheduled date of execution. 

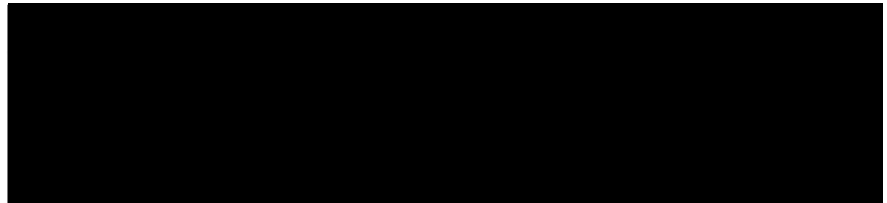


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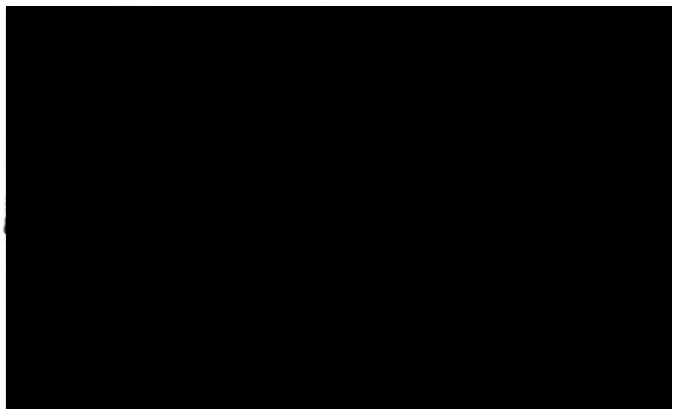
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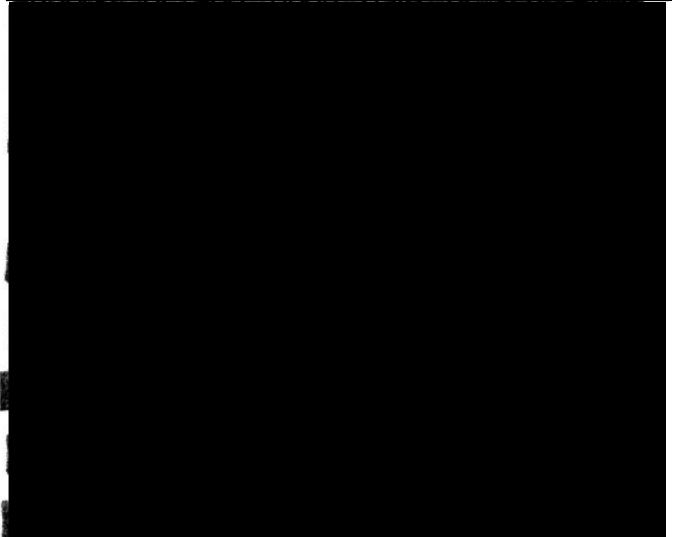


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- e. Delaware Correctional Center Warden shall contact and verify the assistance of the following:

i. Correctional Emergency Response Team —



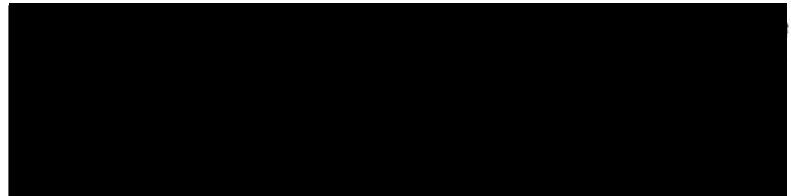


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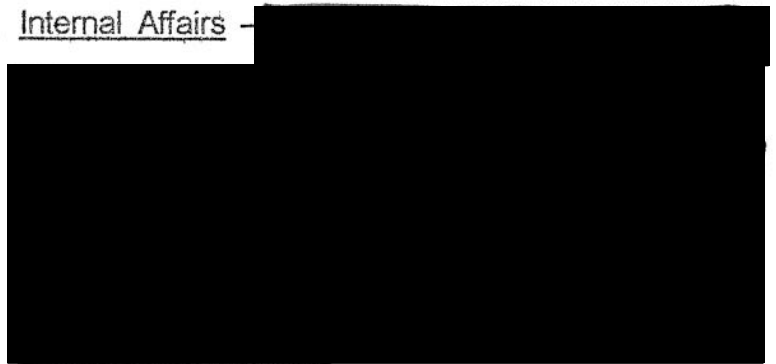
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ii. Internal Affairs –



iii. Security Superintendent, Delaware Correctional Center –



iv. Warden(s) – Warden or designee shall verify that
Wardens of Howard R. Young Correctional



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Institution, Sussex Correctional Institution, Webb Correctional Facility, Morris Community Correctional Center, Plummer Community Correction Center, and Baylor Women's Correctional Institution will provide their individual assistance and available resources [REDACTED]

[REDACTED] The above-listed Wardens will report to the Delaware Correctional Center on the day/night of the execution to assist the Delaware Correctional Center Warden as assigned at times specified.

- v. State Medical Examiner – Warden or designee shall verify the availability of a representative of the Office of the Medical Examiner, reconfirm the time of the scheduled execution, and request final preparation be made to conduct an autopsy. A history of the ISDP will be given so that necessary paperwork can be started.

f. [REDACTED]



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- [REDACTED]
- g. The on-duty Shift Commander(s) will be responsible for normal/routine operation of the facility on date of scheduled execution. The Security Superintendent will be the on-scene commander of shift operations prior to, during, and after the execution [REDACTED]

[REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]



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h.

- i. The Warden or designee shall contact the Attorney General's Office and the Governor's Office to establish telephone contact times, telephone numbers, and verification of the personnel with whom the Warden's staff will be in contact on


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the day/night of the scheduled execution.

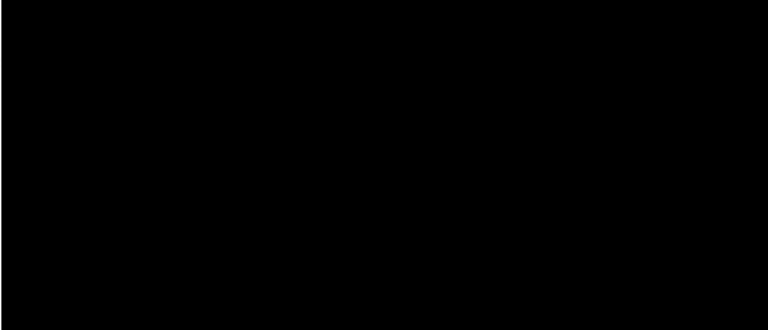
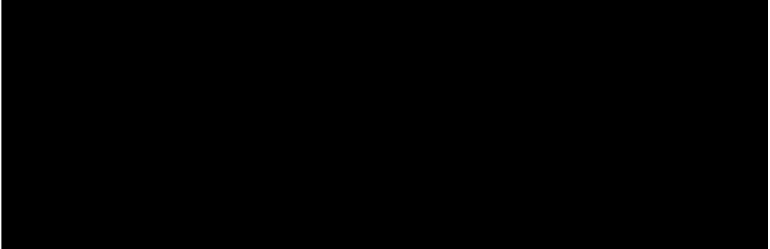
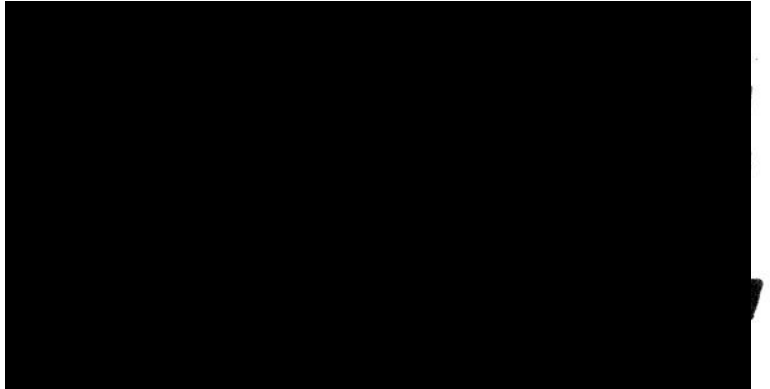
- j. The Warden or designee shall contact the Office of the Medical Examiner [REDACTED]

- k. The Warden or designee will contact the physician to ensure presence at the execution.
- l. The ISDP shall be notified to organize, label, and place his/her personals in a box. If the ISDP has not designated a recipient, such property shall be disposed of through existing institution procedures. The ISDP shall be given the appropriate material with which to organize, label, and box personal property at least 24 hours prior to transfer to execution holding cell. All personal property must be packaged. [REDACTED]

[REDACTED] The final inventory can be conducted by holding cell staff. All remaining property and any check for funds shall be ready for distribution immediately after the execution.


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m. The following steps shall be completed when the ISDP arrives at the execution holding cell.

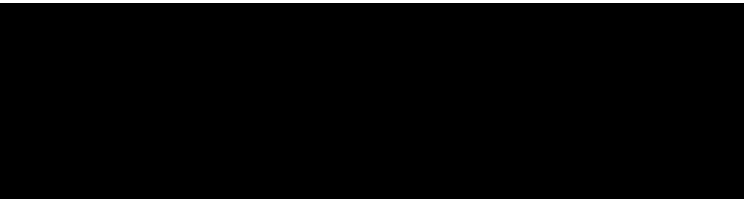
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- An execution log will be initiated to document all of the ISDP's activities and statements throughout his/her stay in the execution-holding cell.
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c. Final activities immediately prior to an execution:

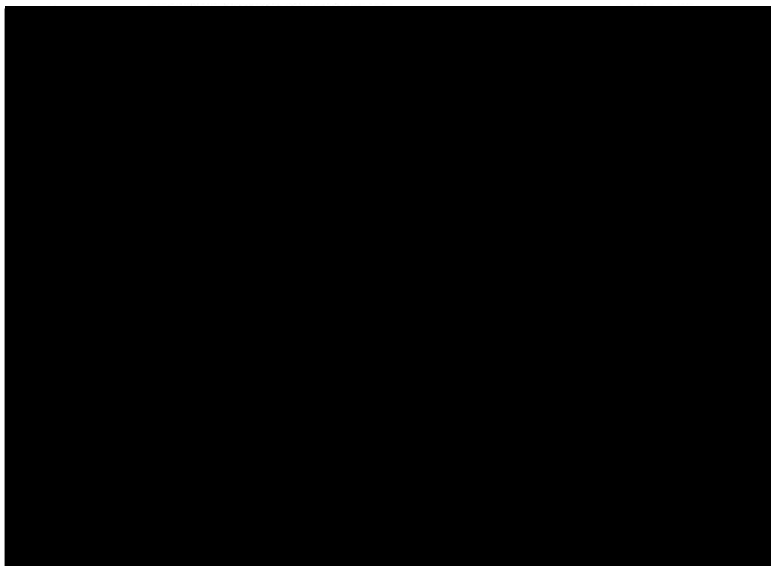
- Prior to the execution time, the ISDP shall shower


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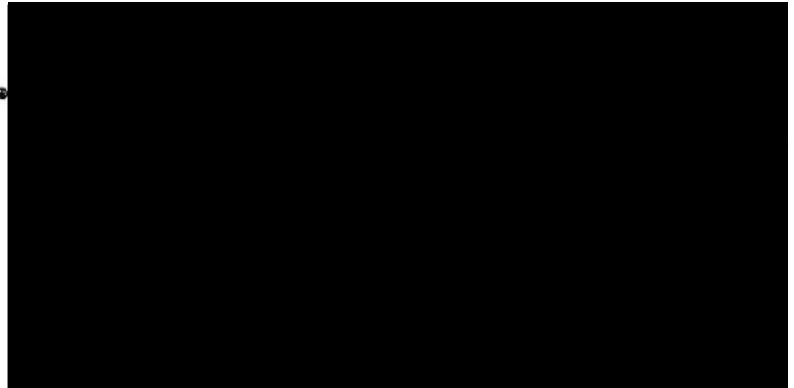
and dress in the clothes in which he/she will be executed.

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- Designated persons shall establish telephone contact with the Governor's Office and the Attorney General's Office.
- A designated person shall establish telephone contact between the Warden's Office and the execution site.
- All witnesses (official, victim's, ISDP's, and media) shall be escorted to the execution site and into the viewing room/area as summoned by the Warden.


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C. Activities during an execution by Lethal Injection:

1. The Warden shall ensure that personnel required to carry out court-mandated execution are in place as indicated in Attachment #1.
2. The ISDP shall be removed from the execution-holding cell and strapped to the gurney.
3. The ISDP shall be provided the opportunity to make a final statement.
4. The execution shall be completed as provided for in Attachment #1.
5. During the execution procedure, one person shall man the telephone to the Governor's Office and one person shall man the telephone to the Attorney General's Office. Constant voice-to-voice communication shall be established and maintained throughout and after the execution. A person shall man the telephone contact between the Warden's Office and the execution site. An accounting of timed activities starting with the time the ISDP is taken from the holding cell shall be maintained. The designated personnel manning the telephones shall relay to the Governor's Office and to the Attorney General's Office this information.

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6. When the ISDP no longer exhibits signs of life, the curtain to the witness viewing room shall be closed. Once the curtain is closed, the door to the death chamber shall be unlocked and the physician shall be escorted into the death chamber. The physician shall then pronounce the ISDP dead.
7. When the ISDP has been pronounced dead, the Warden shall announce to the witnesses the time of death and shall order the witnesses to be escorted from the viewing area and returned to their respective staging areas.
8. Restraints and catheters shall be removed from the ISDP's body.
9. The ISDP will be photographed and thumb printed.
10. [REDACTED]

D. Post Execution:

1. The Warden shall complete a summary report of activities related to the execution.
2. It will be the responsibility of the Warden to maintain all documents, including but not limited to all documents required by Delaware Correctional Center Procedure 2.7 and attachments.

LETHAL INJECTION

Member Selection Criteria

The Warden and Deputy Wardens of the James T. Vaughn Correctional Center are members of the Execution Team by virtue of their official positions. The Warden selects the remaining Department of Correction members and considers, at a minimum, the following criteria: length of service; ability to maintain confidentiality; maturity; willingness to participate; work performance; professionalism; staff recommendations; review of personnel files prior to selection.

Two or more members of the Execution Team shall be referred to as the IV team. The following people with at least one year of professional experience may be on the IV team:

- a. Certified Medical Assistant, or
- b. Phlebotomist, or
- c. Emergency Medical Technician, or
- d. Paramedic, or
- e. Military Corpsman

Members of the IV team must remain certified in their profession and must fulfill any continuing education requirements in their profession.

One member of the Execution Team shall function as the Lethal Injection Recorder. This person shall not be one of the two IV team members.

In addition to the Execution Team, IV Team and Lethal Injection Recorder, one individual will be assigned to ensure adherence with the protocol and to document any deviations. This individual shall report any deviations from the protocol directly to the Commissioner.

Training

All execution team members shall read the portion of the Lethal Injection Execution Procedure that pertains to their task when they become members of the execution team. Additionally, the Warden or Warden's designee shall review the Execution Procedure at least annually.

The Execution Team, including IV team, shall practice at least three (3) times within 90 days of a scheduled execution. The practice shall include training on all activities from removal of the ISDP¹ from the holding cell including the insertion of two (2) IV's into a volunteer. A Department of Correction volunteer shall play the role of the ISDP. The Warden or Warden's designee shall maintain a record of participation in training exercises by documenting both the identity and date of such training participation.

¹ Inmate Subject to Death Penalty.

Attachment #1

Exclusive of the Warden and Deputy Wardens, identity shall be by initials only in order to protect Execution Team members from harassment.

Procurement, Storage, Accountability, and Transfer of Chemicals

A. Procurement

1. Upon receipt of an execution order from Superior Court, the Warden or Warden's designee shall check the supply of chemicals, along with the expiration dates of chemicals on hand. If it is determined that additional chemicals are needed, the Warden or designee shall obtain the necessary chemicals.

B. Storage

1. The Warden or designee shall transport the chemicals from the point of procurement and place them in the secure refrigerator located in the Warden's Conference Room. Only the Warden shall have access to this refrigerator. The refrigerator is plugged into a power outlet that is supported by a generator in the event of a power outage. Pancuronium Bromide must be refrigerated at approximately 40 degrees Fahrenheit. A thermometer will be maintained inside the refrigerator for temperature verification at the time inventories are conducted.
2. All locking devices and storage containers are designed to prevent access to anyone without proper keys or result in such destruction that entry into the container is unmistakable. There is only one key to access the refrigerator. That key is issued permanently to the Warden of the James T. Vaughn Correctional Center. The Warden surrenders that key to no one other than the one member of the Execution Team designated to inventory the lethal injection chemicals and only for the limited amount of time necessary to count and check expiration dates of the lethal injection chemicals.
3. All chemical boxes and bottles have expiration dates, and all chemicals are contained in tamper-proof vessels. Chemicals that have passed their expiration dates are destroyed.

C. Accountability

1. A permanently bound ledger is maintained in the storage area that contains a record of each lethal injection chemical. An inventory of each chemical is maintained in its own section within the ledger. Any chemicals removed for use, disposal due to expiration, or any other reason shall be deducted from the

inventory. Any chemical received into the storage container shall be added to the inventory.

2. Upon receipt of the lethal injection chemicals, the Warden or designee shall place the chemicals in the refrigerator and adjust the inventory ledger appropriately. Prior to placing the chemicals in the refrigerator, the expiration date and other identifying marking is recorded to ensure that each chemical is properly disposed of at the time of expiration.
3. The Warden and designee shall jointly verify all inventories of lethal injection chemicals on at least a semi-annual basis and in advance of each execution. The Warden and designee shall make appropriate entries in the ledger with the full signatures that verify the accuracy of the lethal injection chemical count. The temperature of the refrigerator shall be checked to ensure it is approximately 40 degrees Fahrenheit.

Transfer of Chemicals to Execution Building

1. After the lethal injection chemicals are signed out on the appropriate ledger for execution purposes, the lethal injection chemicals are placed in a lock-box for transport to the execution building. The Warden's designee is responsible for the delivery of the lethal injection chemicals to the members of the IV team in the execution building.
2. In the event the lethal injection chemicals are not used and not compromised in any way, the lethal injection chemicals are returned to the locked refrigerator, re-entered on the inventory ledger, and the refrigerator secured.

Lethal Injection Chemical Set-Up and Preparation

A. Preparation

1. The Warden's designee transports the chemicals from the locked refrigerator to the Injection Room approximately three hours before an execution. The amount of chemicals and saline is sufficient, at a minimum, to make two complete sets of syringes. One set is color-coded red and the back-up set is color-coded blue. Each syringe is numbered in the order it is to be administered and labeled with the name of its contents. Only the Warden and one member of the Execution team have a key to the Injection Room.
2. Each chemical is prepared and drawn into syringes by one member of the IV team. Another member of the IV team observes and verifies that the procedure has been carried out correctly.
3. Only one chemical and one syringe is prepared at a time. The two sets of syringes are positioned in specific holding places in two separate trays color-

coded red and blue. The syringes are numbered, labeled, and placed in each tray in the order that they will be administered. One member of the IV team will perform this procedure while another member of the IV team observes and verifies that the procedure has been carried out correctly. The member of the execution team selected as the Lethal Injection Recorder shall document the preparation of each chemical on the Chemical Preparation Time Sheet.

4. Instructions for preparation of one set of syringes:

Sodium Thiopental: Sodium Thiopental will be mixed pursuant to manufacturer's instructions. The total amount of Thiopental required is 3 grams at 2.5% concentration of the chemical for each color set. The IV team member then draws the solution into syringes. The syringes are labeled "Sodium Thiopental #1a" and "Sodium Thiopental #1b," etc., as necessary.

Saline: The member of the IV team draws 50 mL of saline solution from the IV bag into a syringe which is labeled "Saline #2."

Pancuronium Bromide (Pavulon): The member of the IV team draws 50 mL of Pancuronium Bromide (1 mg/mL) in one syringe for a total dose of 50 mg. This syringe is labeled "Pancuronium Bromide #3" .

Saline: The member of the IV team draws 50 mL of saline solution from the IV bag into a syringe which is labeled "Saline #4."

Potassium Chloride: The member of the IV team draws 40 mL of Potassium Chloride (2 mEq/mL) into each of 3 syringes for a total dose of 240 mEq. The syringes are labeled "Potassium Chloride #5a" and "Potassium Chloride #5b," and "Potassium Chloride #5c" respectively.

Saline: The member of the IV team draws 50 mL of saline solution from the IV bag into a syringe which is labeled "Saline #6."

5. The tray is placed on the workstation in the Injection Room.
6. This process shall be repeated to create a second, back-up set of syringes. The primary set will be color-coded red and the backup set will be color-coded blue.

B. Set Up

A member of the IV team will prepare, using an aseptic technique, two (2) standard intravenous (IV) infusion sets, each consisting of a pre-filled, sterile plastic bag of normal saline for IV use (a solution of sodium chloride at 0.9% concentration) with an attached drip chamber, a long sterile tube fitted with a back check valve and a clamp to regulate the flow, a connector to attach to the access

device, and an extension set fitted with luer lock tip for a blood cannula to allow for the infusion of the lethal chemicals into the line. The extension line that will be used to infuse the lethal chemicals into the primary injection line will be clearly marked as "left," and the additional extension set that will be attached to the secondary injection line will be clearly marked with as "right."

Insertion of a Catheter and Connected IV Lines

A. Strap Down and Location of the Vein

1. The Tie-Down team straps the ISDP to the gurney in the Execution Chamber. Members of the Tie-Down team restrain the ISDP's arms securely to the gurney. The restraints are to be secure but not so tight as to restrict blood circulation.
2. The Tie-Down team exits the execution chamber after the ISDP is in place and secure.
3. One member of the IV team enters the execution chamber with two containers of instruments. Prior to entering the execution chamber, the IV team shall have reviewed a venous access memo previously prepared regarding the ISDP. One member of the IV team remains in the Injection Room.
4. Prior to IV placement, an IV team member in the execution chamber must verify that the restraints do not adversely restrict blood flow. If a restraint needs to be adjusted, the IV team member shall inform the Warden. In such case, the Warden will direct the Tie-Down team to return and to appropriately adjust the restraint.

B. Venipuncture and IV Lines

1. An IV team member shall insert one (1) primary IV line and one (1) backup IV line in a location deemed suitable by the team members. The placement of the IV lines will be made in the judgment of the IV team, based on the IV team members' training and experience, as well as their review of the venous access memo prepared in advance of the execution.

The insertion site of preference shall be the following order: arms, hands, ankles and/or feet.

2. Under no circumstances shall a cut down procedure be performed to gain venous access.
3. If the IV team cannot secure a primary and back-up site within one (1) hour, the Governor's Office shall be contacted by the Commissioner and a request

shall be made that the execution be scheduled for a later date.

4. An IV team member attaches the Solution Set line from the right Saline bag to the catheter.
 5. An IV team member in the Execution Chamber signals the IV team member in the Injection Room to open the clamp on the right bag of Saline to allow a flow of Saline into the vein.
 6. Members of the IV team observe the IV for indication of a well-functioning line. When the IV team is confident that there is a well-functioning line, the IV team member in the Injection Room signals that there is a successful line.
 7. A member of the IV team places a transparent dressing over the catheter and secures the line in place with tape.
 8. The second IV is then started, and the preceding steps 4-7 are repeated using the Solution Set line from the left Saline bag.
- C. The IV team will securely connect the electrodes of the cardiac monitor to the ISDP and ensure the equipment is functioning.

Chemical Administration and IV Monitoring

A. Monitoring

1. All members of the IV team monitor both catheters to ensure that there is no swelling around the catheter that could indicate that the catheter is not sufficiently inside the vein. The IV team member in the Injection Room monitors the catheters by watching the monitor in the room by means of a pan-tilt zoom camera. The IV team members observe the drip chambers in both lines to ensure a steady flow/drip into each Solution Set line. The IV team member leaves the Execution Chamber and reenters the Injection Room.
2. One of the IV team members observes the process, monitoring the catheter sites for swelling or discoloration, by observing the camera monitor and the ISDP through the window.
3. The Lethal Injection Recorder shall enter the times of the administration of the saline and chemicals on the Chemical Administration Record.
4. The IV team selects either the left or right Solution Set line based on the flow/drip inside the drip chamber. If both lines are equal, the left line is used.

5. The lights in the injection room will remain on throughout the execution.

B. Chemical Administration

1. When the Warden gives the pre-arranged signal to proceed with the execution, the IV team member clamps the line near the spike. The IV team member selects the first syringe from the red tray and inserts it into the extension line.

Drug Sequence:

Sodium Thiopental #1a

Sodium Thiopental #1b

Saline #2

The IV team member shall wait two (2) minutes after delivery of Saline #2. During the two (2) minute waiting period after the delivery of Saline #2, a consciousness check shall be performed on the ISDP. The consciousness check shall be performed as follows:

- a. The curtain between the execution chamber and the witness room shall be closed.
- b. Once the curtain is closed, the Warden will call the ISDP's name in a loud voice and observe the ISDP for a reaction.
- c. A member of the IV team will assess the consciousness of the ISDP by tactile stimulation of the ISDP. This tactile stimulation shall include touching the ISDP, shaking the ISDP's shoulder, and brushing the eyelashes of the ISDP.

During the consciousness check, the Warden and IV team shall closely monitor the ISDP to assess consciousness.

The curtain between the execution chamber and witness room shall be re-opened.

If it appears that the ISDP is unconscious, the Warden shall signal to proceed with the remaining syringes, starting with Pancuronium Bromide in sequence.

Pancuronium Bromide #3

Saline #4

Potassium Chloride #5a

Potassium Chloride #5b

Potassium Chloride #5c

Saline #6

If, at the end of the two (2) minute waiting period, it appears to the Warden that the ISDP is not unconscious, the Warden shall direct the IV team to discontinue the use of the primary IV line and order that the backup IV be used with a new administration of Sodium Thiopental. If it is necessary to use the back-up IV line, the Warden and IV team member would perform a second consciousness check following the administration of the Sodium Thiopental and Saline flush.

2. The IV team members observe the correct order of the syringes as one IV team member injects the chemicals and saline solution.
3. After the final saline flush has been injected, the IV team closes the extension line with a clamp and opens the line below the spike to allow a drop of 1-2 drops per second in the drip chamber.
4. The IV team signals to the Warden that all of the chemicals and saline solution have been administered.
5. An IV team member will begin a stopwatch once the lethal injections are complete. If the heart monitor does not indicate a flat line after ten (10) minutes, and if during that time the physician is not able to pronounce death, the Warden shall order a second set of lethal chemicals to be administered (Sodium Thiopental, Pancuronium Bromide, and Potassium Chloride). This process will continue until death has occurred.

C. Stabilization Procedure After The Execution Has Commenced:

1. In the event that a stay is issued after the execution has commenced, the execution team will stand down and medical staff on site will attempt to stabilize the ISDP with the below listed equipment and personnel.
 - The Warden will arrange for an ambulance and staff to be present on institutional property.
 - A medical crash cart and defibrillator shall be located in the execution building.
 - The physician who is present to declare death will also assist in reviving the ISDP in the event that a stay of execution is ordered after the lethal injection has begun.

CHEMICAL PREPARATION TIME SHEET

Date _____

Time prepared

Sodium Thiopental, 3 grams (2.5% concentration)

Prepared according to manufacturer's

Instructions by _____.

2 syringes prepared by _____ at
labeled Sodium Thiopental #1a Red and
Sodium Thiopental #1b Red.

If necessary, 1 syringe prepared by _____ at
labeled Sodium Thiopental #1c Red.

Normal Saline, 50 mL

1 syringe prepared by _____ at
labeled Saline #2 Red

Pancuronium bromide, 50 mg (1mg/mL)
(five 10 mL Vials of 1 mg/mL
in one syringe)

1 syringe prepared by _____ at
labeled Pancuronium Bromide #3 Red

Normal Saline, 50 mL

1 syringe prepared by _____ at
labeled Saline #4 Red

Potassium Chloride, 240 mEq
(four 10 mL vials of 20 mEq strength
in each of 3 syringes)

Time prepared

3 syringes prepared by _____ at _____
labeled Potassium Chloride #5a Red,
Potassium Chloride #5b Red, and
Potassium Chloride #5c Red

Normal Saline, 50 mL

1 syringe prepared by _____ at _____
labeled Saline #6 Red

Process repeated for back-up set

Sodium Thiopental, 3 grams (2.5% concentration)
Prepared according to manufacturer's
Instructions by _____ at _____.

2 syringes prepared by _____ at _____
labeled Sodium Thiopental #1a Blue and
Sodium Thiopental #1b Blue.

If necessary, 1 syringe prepared by _____ at _____
labeled Sodium Thiopental #1c Blue.

Normal Saline, 50 mL

1 syringe prepared by _____ at _____
labeled Saline #2 Blue

Pancuronium bromide, 50 mg (1mg/mL)
(five 10 mL vials of 1 mg/mL
in one syringe)

Time prepared

1 syringe prepared by _____ at _____
labeled Pancuronium Bromide #3 Blue

Normal Saline, 50 mL

1 syringe prepared by _____ at _____
labeled Saline #4 Blue

Potassium Chloride, 240 mEq
(four 10 mL vials of 20 mEq strength
in each of 3 syringes)

3 syringes prepared by _____ at _____
labeled Potassium Chloride #5a Blue,
Potassium Chloride #5b Blue, and
Potassium Chloride #5c Blue

Normal Saline, 50 mL

1 syringe prepared by _____ at _____
labeled Saline #6 Blue

[The “prepared by _____” should be completed by the Execution Team member functioning in the capacity of Lethal Injection Recorder, who shall only list the IV team member who prepared the syringe by his or her initials]

The sequentially numbered syringes color-coded Red shall be used to carry out the execution by lethal injection. The sequentially numbered syringes color-coded Blue shall only be used in the event that a need arises to make use of the second IV line connected to the ISDP.

Lethal Injection Recorder Signature: _____

**LETHAL INJECTION CHEMICAL
ADMINISTRATION RECORD**

Inmate Sentenced to Death Penalty

Name: _____ SBI # _____

Date: _____

Set 1 (Red)	Chemical	Time Started
Syringe #1a	Sodium Thiopental	_____
Syringe #1b	Sodium Thiopental	_____
[Syringe #1c	Sodium Thiopental	_____]
Syringe #2	Saline	_____

TWO MINUTES MUST ELAPSE AFTER COMPLETION OF SYRINGE #2. A CONCIUSNESS CHECK MUST ALSO BE COMPLETED. ONCE UNCONCIUSNESS OF ISDP IS VERIFIED, WARDEN MUST SIGNAL TO PROCEED WITH START OF SYRINGE #3.

Syringe #3	Pancuronium Bromide	_____
Syringe #4	Saline	_____
Syringe #5a	Potassium Chloride	_____
Syringe #5b	Potassium Chloride	_____
Syringe #5c	Potassium Chloride	_____
Syringe #6	Saline	_____

End Time _____

Recorder Signature _____

**LETHAL INJECTION CHEMICAL
ADMINISTRATION RECORD**

Inmate Sentenced to Death Penalty

Name: _____ SBI # _____

Date: _____

Set 2 (Blue)	Chemical	Time Started
Syringe #1a	Sodium Thiopental	_____
Syringe #1b	Sodium Thiopental	_____
[Syringe #1c	Sodium Thiopental	_____]
Syringe #2	Saline	_____

TWO MINUTES MUST ELAPSE AFTER COMPLETION OF SYRINGE #2. A CONCIIOUSNESS CHECK MUST ALSO BE COMPLETED. ONCE UNCONCIIOUSNESS OF ISDP IS VERIFIED, WARDEN MUST SIGNAL TO PROCEED WITH START OF SYRINGE #3.

Syringe #3	Pancuronium Bromide	_____
Syringe #4	Saline	_____
Syringe #5a	Potassium Chloride	_____
Syringe #5b	Potassium Chloride	_____
Syringe #5c	Potassium Chloride	_____
Syringe #6	Saline	_____

End Time _____

If the back-up set of chemicals were not used to complete the execution, the Recorder should write "NOT USED" and sign his/her name below

Recorder Signature _____

Supply Check List

Amount	Materials	Verified By
12	Sodium Thiopental, 500 mgm. w/diluent	_____
20	Pancuronium Bromide (Pavulon) 1 mg/ml 10 mL vial	_____
20	Potassium Chloride, 20 mEq/10 ml vial	_____
4	Normal Saline, IV Bag, 500 cc	_____
20	Syringe - 60 cc	_____
20	Needle, 18 gauge, 1 1/2"	_____
8	Angiocath, 16 Ga. 2"	_____
8	Angiocath, 18 Ga. 2"	_____
8	Angiocath, 20 Ga. 2"	_____
4	Solution Injection Set	_____
2	Stethoscope	_____
1	Box Alcohol Pads	_____
4	Clear Adhesive Tape 1"	_____
4	Clear Adhesive Tape 3"	_____
1	Scissors, Bandage, pair	_____
2	Tourniquet	_____
2	Rolls Adhesive gauze	_____
4	Box - transparent dressing pads, 4" x 4"	_____
1	Gloves, Surgical, Size 8; Sterile, Box	_____
6	Surgical Mask	_____
6	Surgical / Clinical Jackets	_____
2	Flashlight with batteries	_____
4	Permanent Markers (2 red/ 2 blue)	_____
4	Syringe labels - 2sets	_____

Verified as accurate: _____

Date / Time: _____

DCC Procedure 2.7 – Execution Procedure
Attachment #2

TO: Warden Thomas L. Carroll

RE: Witness(es)

I have been advised that I may have adult relatives or friends, not exceeding two (2) in number, admitted to be present at my execution. Those I request will be advised by the Chaplain of the time and place to appear. The following are the names of those persons that I have requested to be present:

The attorney(s) handling my stay of execution and/or appeal is/are:

Inmate Name (Printed/Typed)

Signature of Inmate

Date

WITNESSED BY:

Witness Name (Printed/Typed)

Signature of Witness

Date

Notary Public

DCC Procedure 2.7 – Execution Procedure
Attachment #3

TO: All Concerned

FROM: Warden Thomas L. Carroll

DATE:

RE: Disposal of Personal Property

I, Inmate _____, SBI Number _____, have made arrangements
with _____, who lives at _____
_____ to pick up my personal
property.

I have (balance) _____ on my account and would like it to be handled as follows:

Inmate Name (Printed/Typed)

Signature of Inmate

Date

WITNESSED BY:

Witness Name (Printed/Typed)

Witness Signature

Date

Notary Public

DCC Procedure 2.7 – Execution Procedure
Attachment #4

I am aware that a relative or bona fide friend can request delivery of the remains of an executed inmate. If executed, it is my request that my remains be delivered to:
_____ whose relationship to me is that of:

(Please state whether a friend or relative): _____

whose address is: _____ and

telephone number is: _____.

Inmate Name (Printed/Typed)

Signature of Inmate

Date

WITNESSED BY:

Witness Name (Printed/Typed)

Signature of Witness

Date

Notary Public

DCC Procedure 2.7 – Execution Procedure
Attachment #5

MEMORANDUM

To: Warden Carroll

Re: Final Meal

I have selected the following items as my final meal at the Delaware Correctional Center.

Inmate Name (Printed/Typed)

Signature of Inmate

Date

WITNESSED BY:

Witness Name (Printed/Typed)

Witness Signature

Date

Notary Public

WITNESS (ES) AND MEDIA POOL

I. PERSONS AUTHORIZED TO WITNESS EXECUTION:

- A. Official Witnesses - those persons specified in court order. If not specified, normally ten with two alternates who accept invitation from Warden to attend.
- B. Department staff as deemed authorized by Warden.
- C. Chaplain or religious person authorized by Warden.
- D. Inmate's family and/or relatives as approved by the Warden, two ONLY!
- E. Victim's family and/or relatives as approved by the Warden, two ONLY!

II. The Chief of Media Relations (who is the Department Public Information Officer) shall meet all news media personnel

[REDACTED]

- A. Seven representatives of the news media may be permitted to witness the actual execution.


1. A selection/drawing of media representatives shall be conducted.

- a. All media representatives (whether serving as witnesses or not) must forward to the DOC Chief of Media Relations a letter from the News Director, Bureau Chief, and/or Editor authorizing their participation in the execution coverage on behalf of that news agency and specifying if they will participate in the lottery. The letter must be on original

letterhead paper and signed by the News Director. The media representative must present proper photo identification to DOC staff on the date of the execution or they will be denied access to coverage of the event.

- (1) One representative from the Associated Press, Delaware State News, and the News Journal are automatically permitted to serve as witnesses. All media representatives except the representatives from Associated Press, the News Journal, and the Delaware State News will participate in a lottery to be a witness to the execution. The names of all other media representatives wishing to serve as witness to the execution will be placed in a single container. Four names will be drawn, at random. Those four individuals will serve as the final four media witnesses.

All of those wishing to participate in the lottery must:

- (1) 
- (2) Have filled out a lottery slip and placed it in the lottery-drawing container.
- (3) Be eligible to participate in the lottery (not in violation of Department of Correction policy or banned from any Department of Correction facility) and must have

a photo identification to prove that participant is a media representative.

- (4) Be willing to serve as a pool reporter and serve on the panel to tell the media what was witnessed. [REDACTED]



2. The Chief of Media Relations and Delaware Correctional Center Public Information Officer shall control the media process.

- B. No cameras or recording devices shall be permitted [REDACTED]

[REDACTED] A pen and pad of paper will be provided to the seven witnesses by the Department of Correction. [REDACTED]

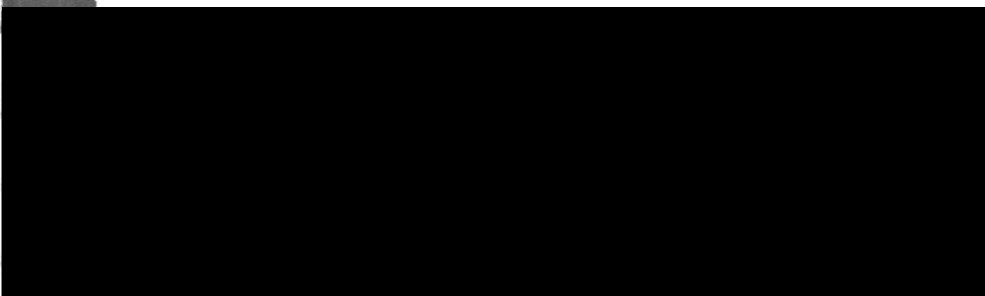


- C. Only the media representatives serving as witnesses will be allowed to witness the execution.

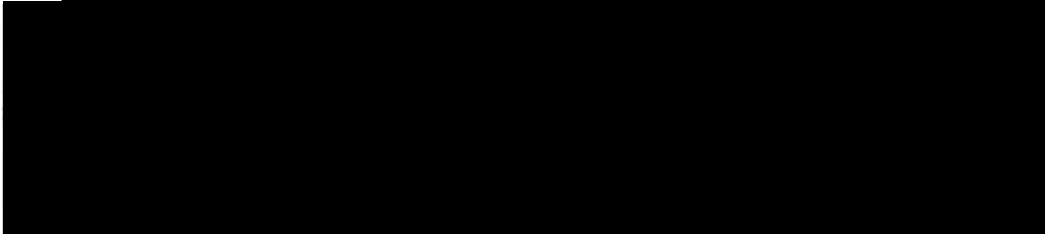
1. All media will be escorted to the execution site.
2. During the execution, the media representatives are not allowed to interview or bother other witnesses and/or staff.
3. During the execution, all media representatives must remain quiet so that all can hear instructions that will be given. There will be no

horseplay or joking. Persons violating this rule will be removed from the site and barred from Department of Correction facilities.

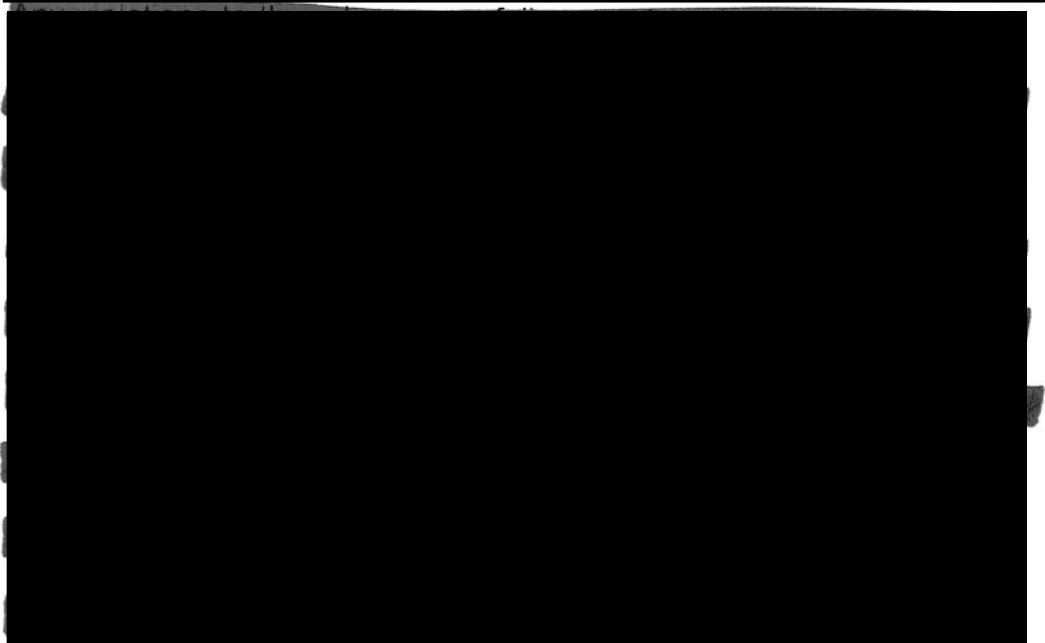
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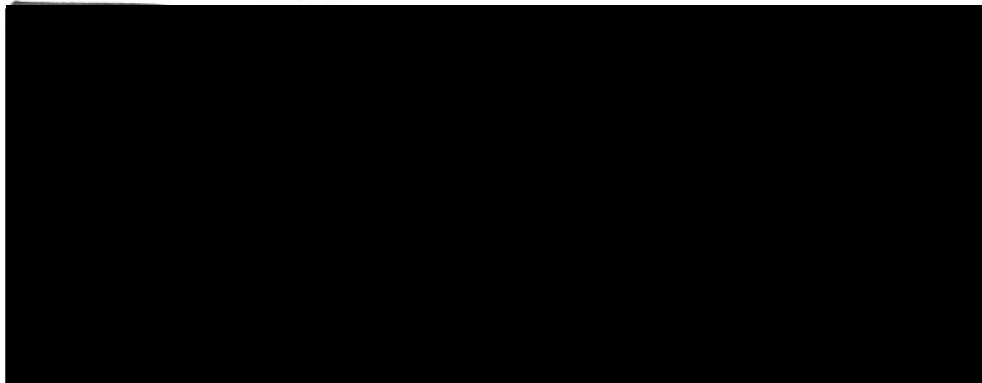
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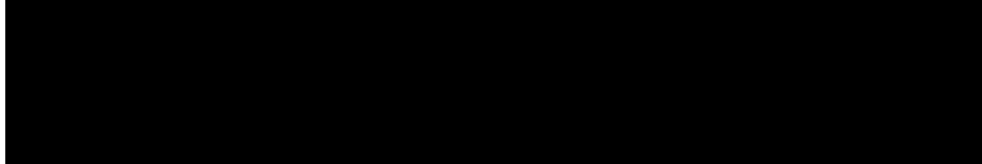
E.



1.



2.



3.

4.

5.

- F. Immediately after the execution, the seven news media personnel shall be escorted directly from the execution site to the media staging area.

One media witness

will be selected from the group of witnesses to serve as the first spokesperson. There shall be no conversation, passing of notes, or

telephonic contact with anyone other than between the media witnesses that could break the story early.

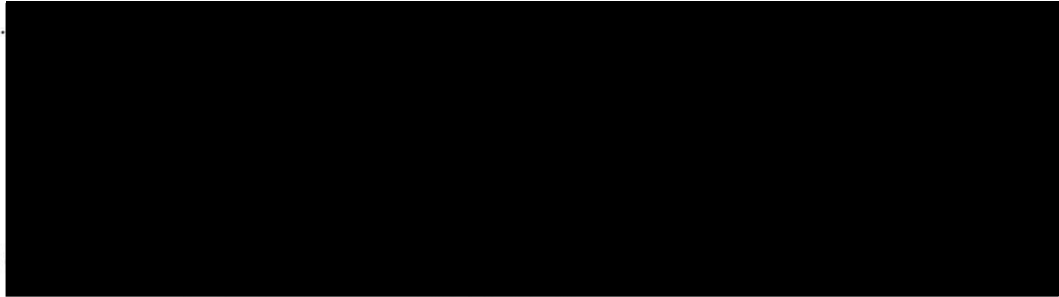
1. At this time, all news media personnel that have been standing by shall be briefed by the Chief of Media Relations and the news media personnel that attended/witnessed the execution process.
2. The Chief of Media Relations shall ensure that questions are answered within reason.
3. All news media personnel shall then be authorized to release their accounts of the execution process to respective news/wire services.

G. The following is information that will not be released:

1. Information on the family of the person sentenced to death.
2. Information on participants in the execution or those assisting with the work to carry out the execution.
3. Information on the family of the victim.

CERT PERSONNEL

A. 

1. 

2. 

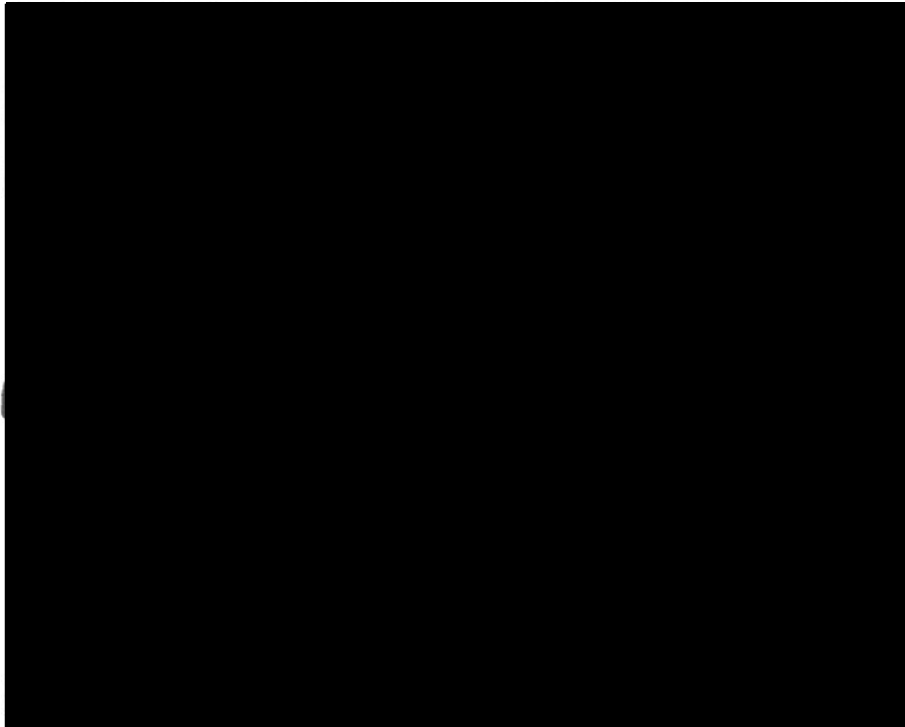
a. 

b. 

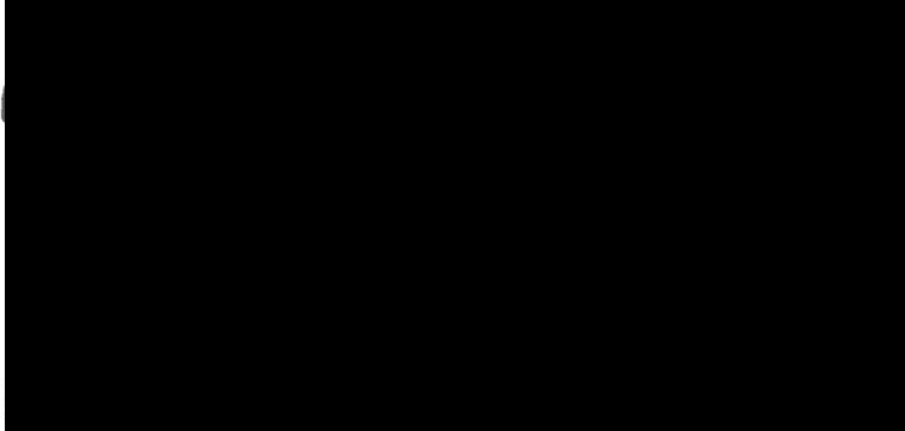
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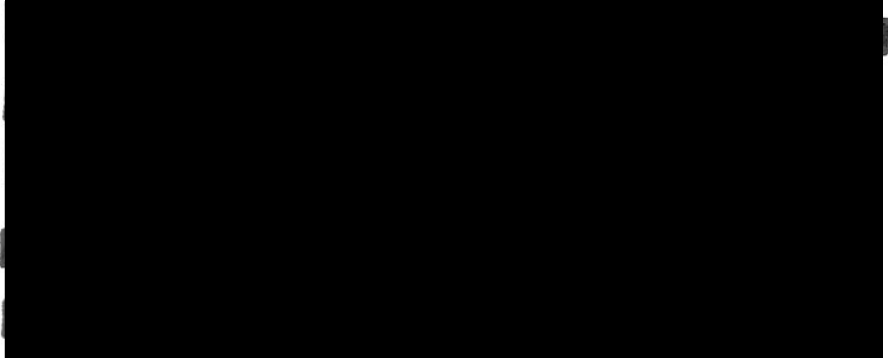
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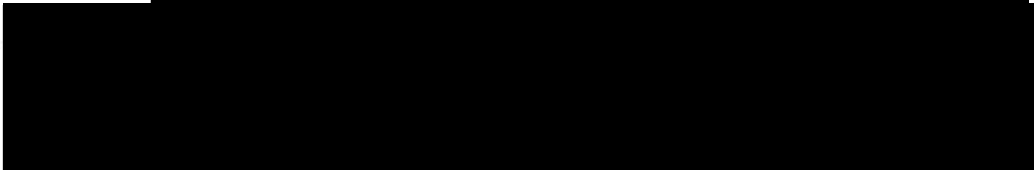
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c.



4.



5. [REDACTED]

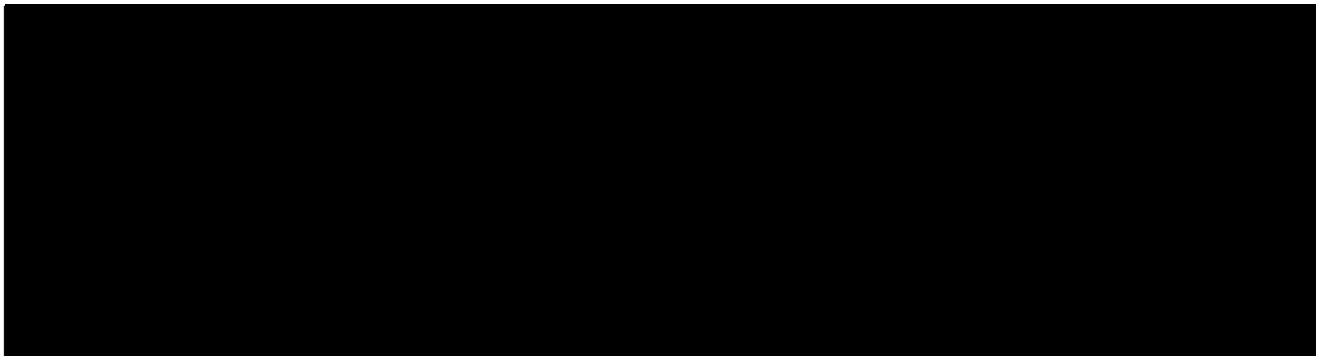
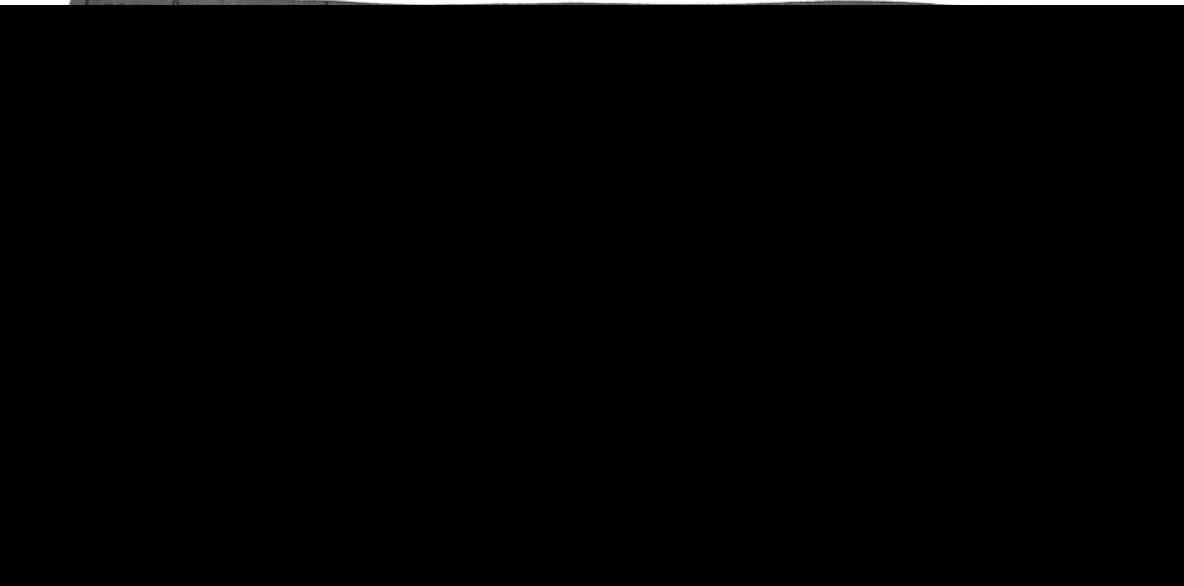
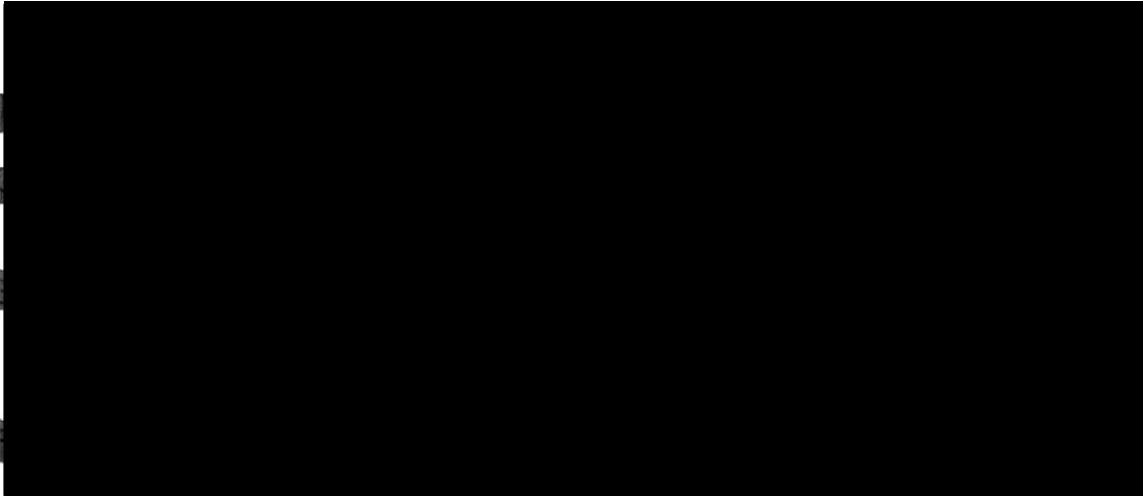
- a. [REDACTED]
- b. [REDACTED]

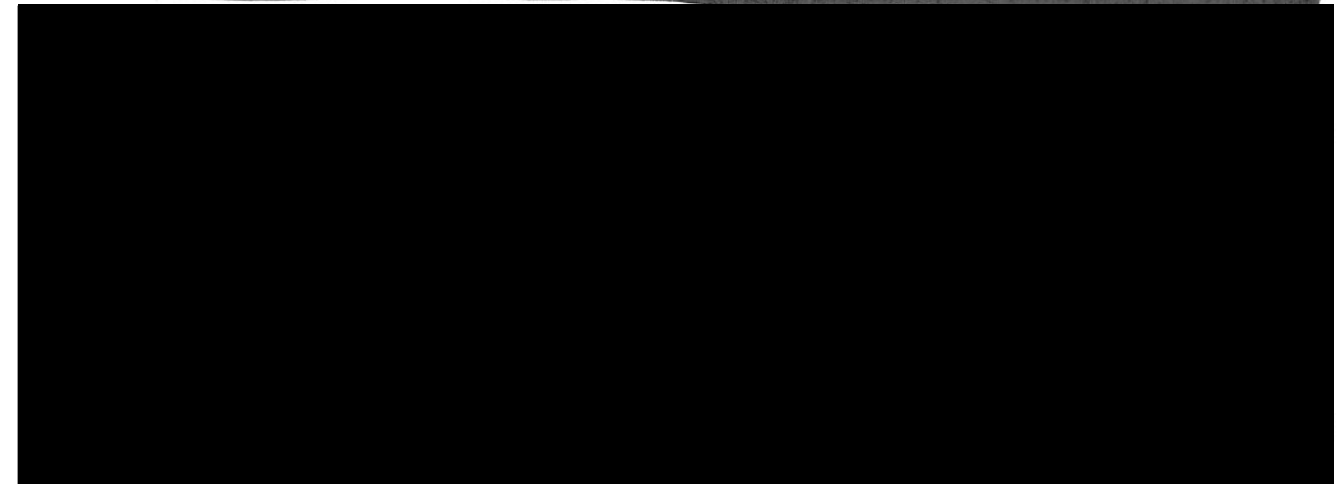
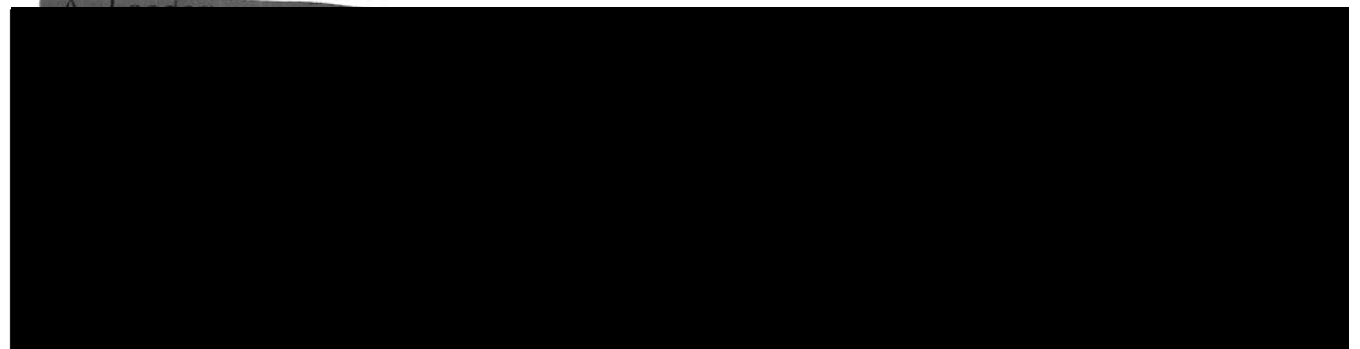
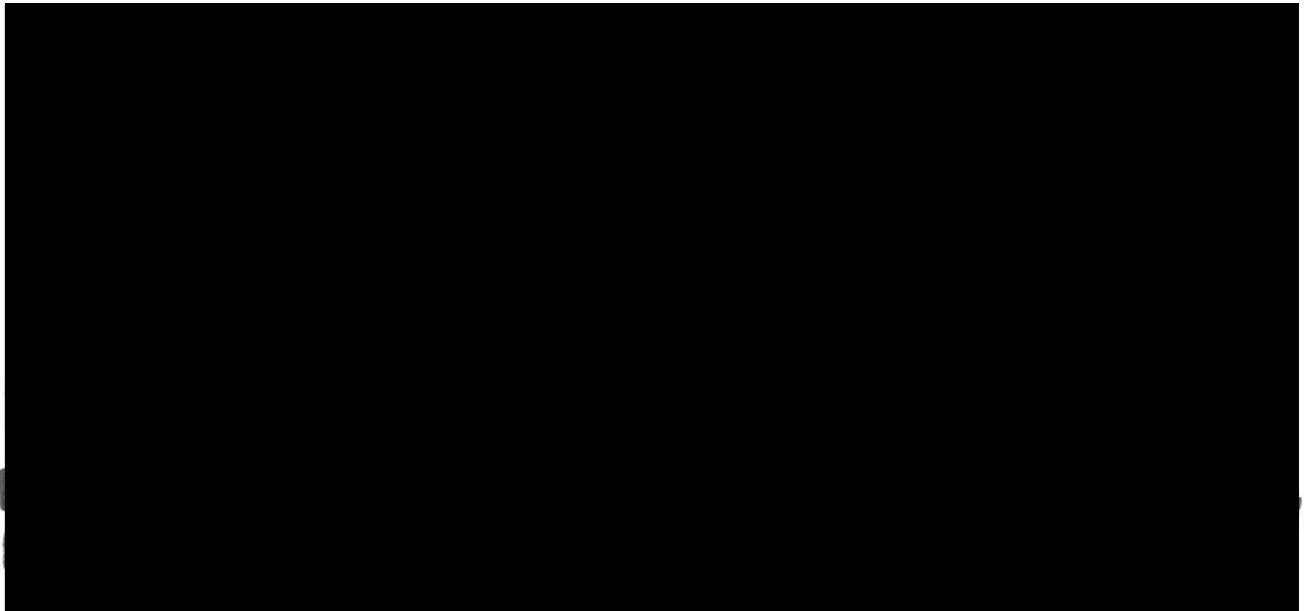
B. [REDACTED]

1. [REDACTED]

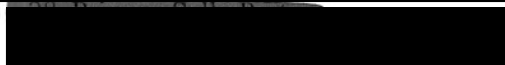
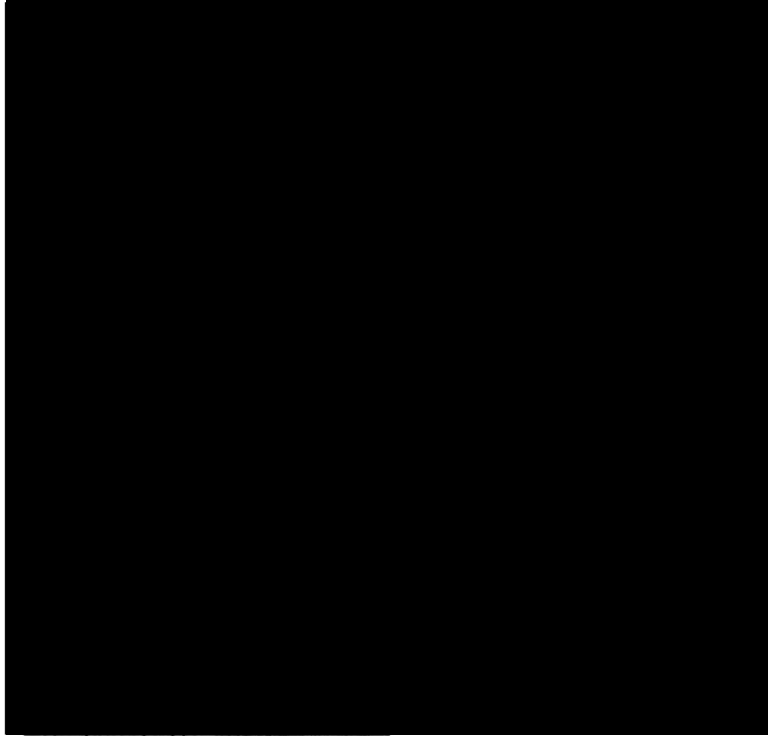
2. [REDACTED]

3. [REDACTED]





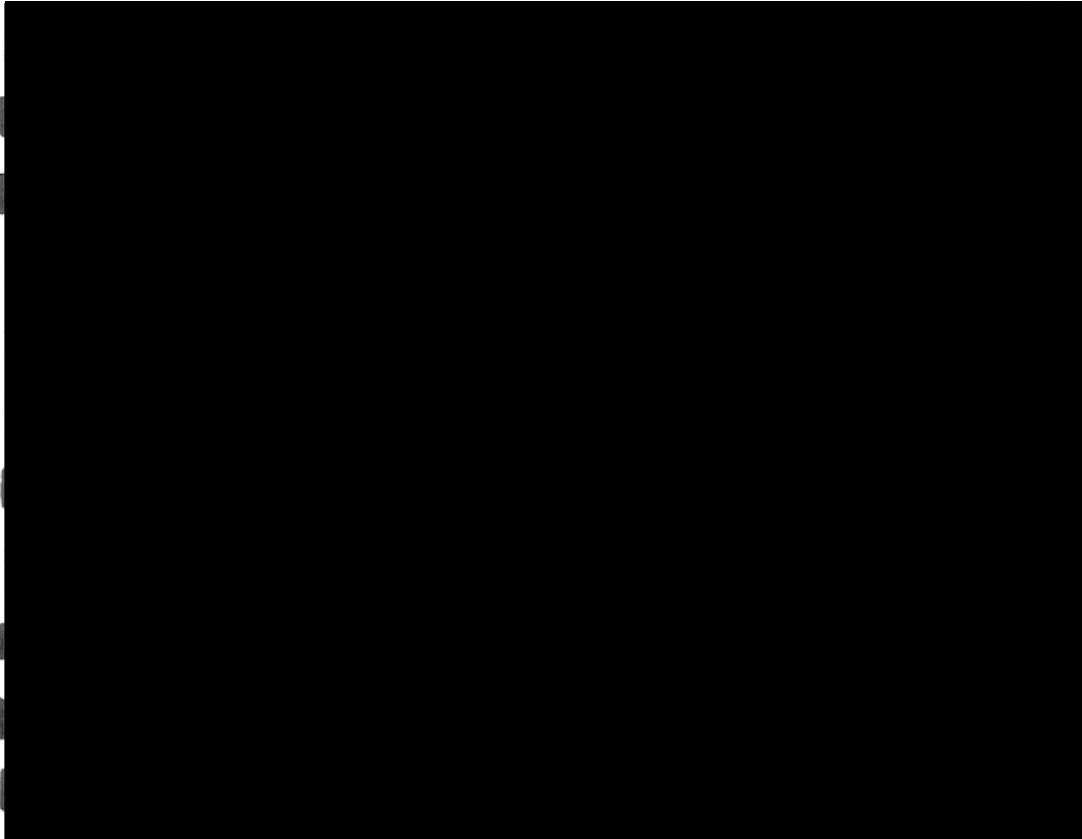
LEGEND OF DELAWARE CORRECTIONAL CENTER MAP

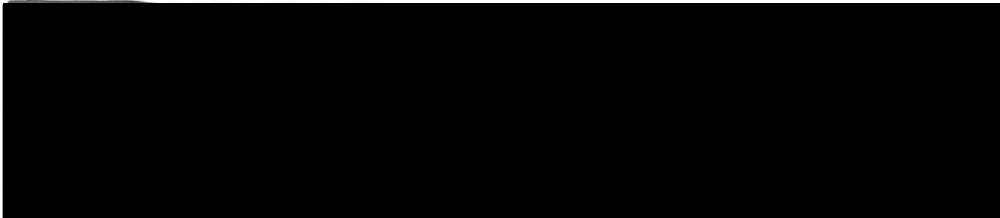


MAP

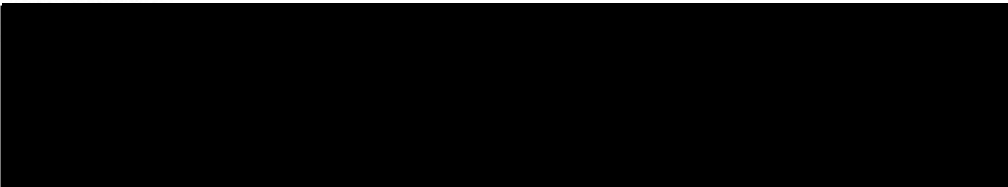
CROWD, TRAFFIC AND PERIMETER SECURITY CONTROLS

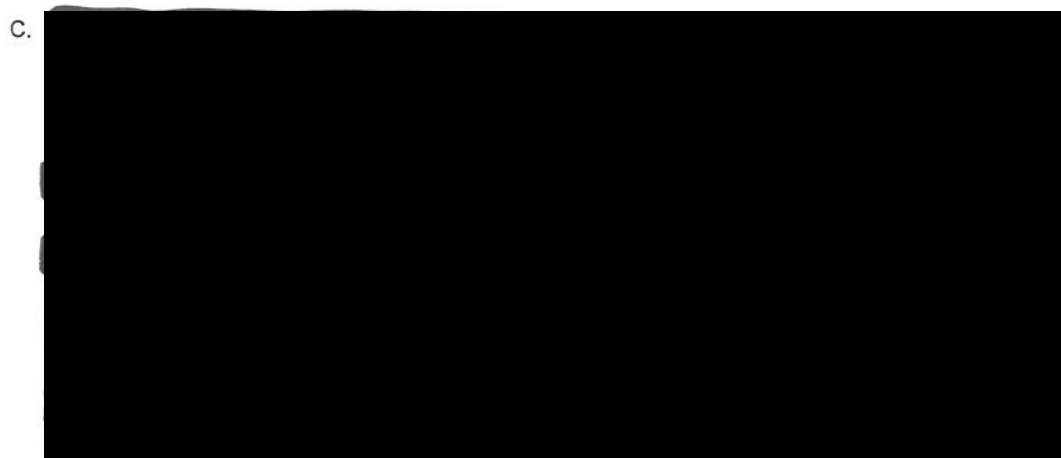
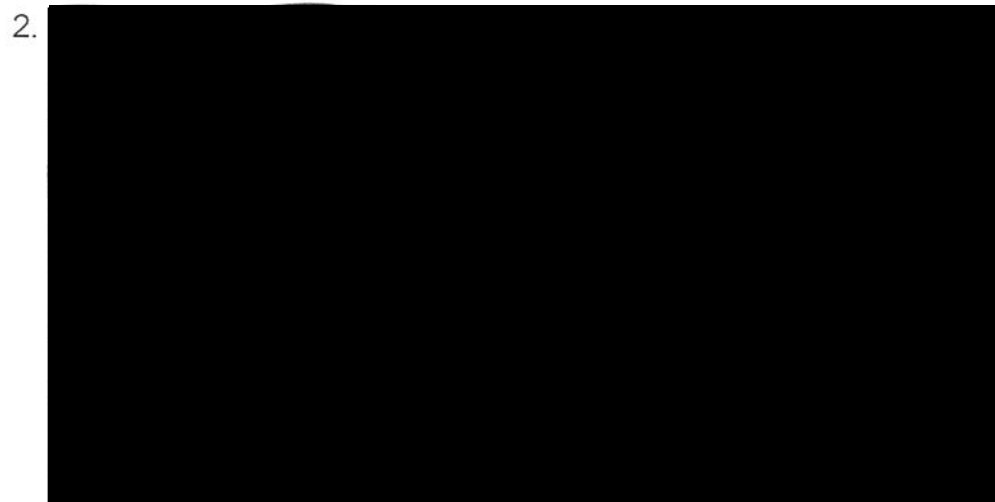
1. Crowd, traffic and property perimeter controls shall be established

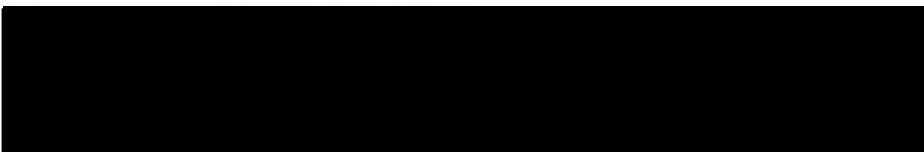
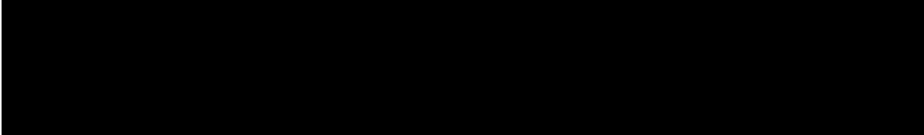


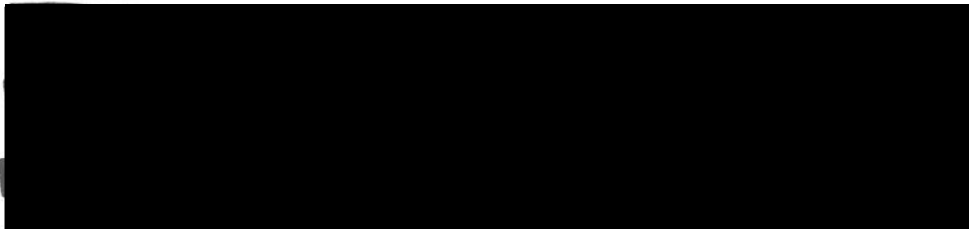
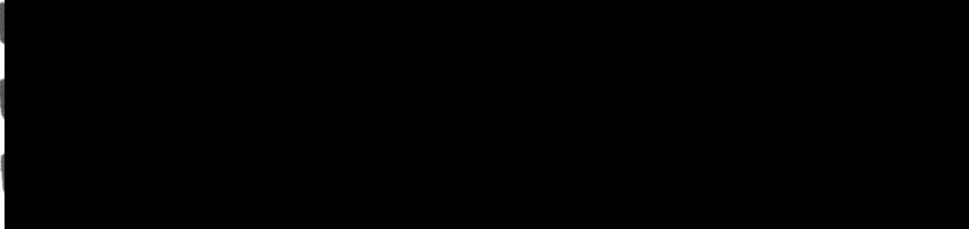
- a. 

1. 
 2. 

- b. 



1. 
2. 

- d. 
- e. 

STAFF ASSIGNMENTS - EXECUTION

1.

2.

3.

4.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

MAP



STATE OF DELAWARE
DEPARTMENT OF CORRECTION
OFFICE OF THE WARDEN
DELAWARE CORRECTIONAL CENTER

1181 Paddock Road
SMYRNA, DELAWARE 19977
Telephone: (302) 653-9261
Fax: (302) 653-2855

CONFIDENTIAL

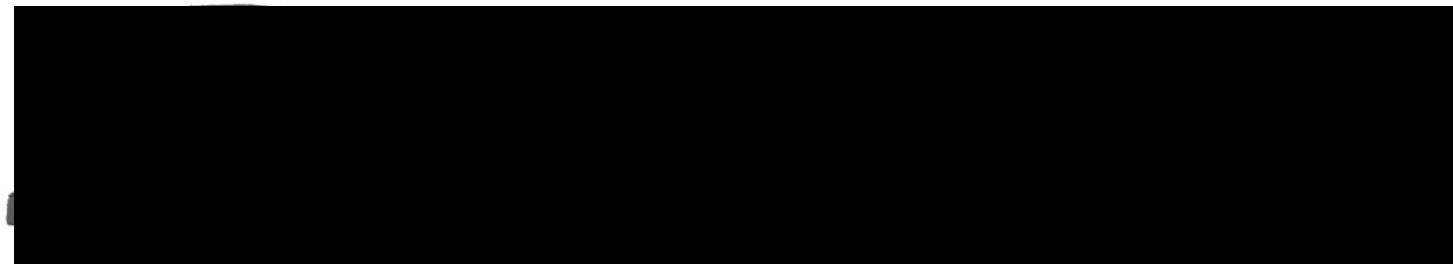
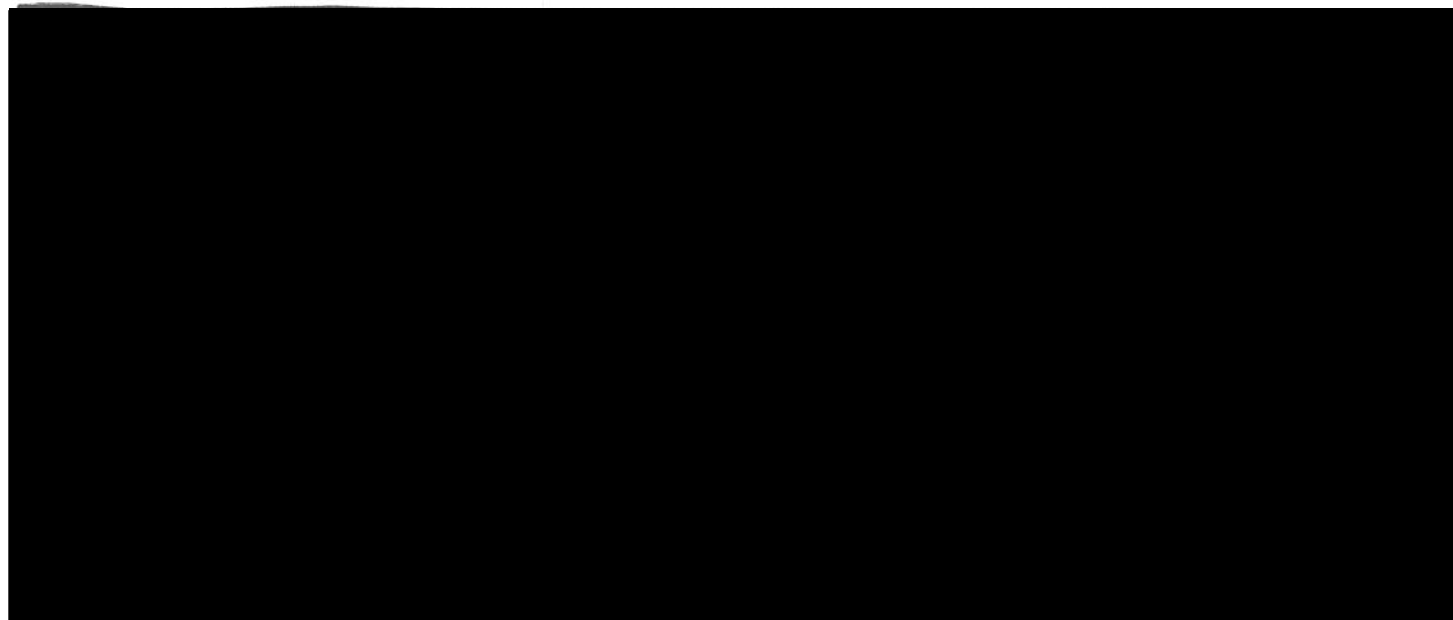
MEMORANDUM

TO: Mail Room Staff

FROM: Thomas L. Carroll, Warden

DATE:

RE: Mail for Inmate (Name) #000000



LETHAL INJECTION

Pre-Execution Medical Activities

1. Upon receipt of a Death Warrant for an ISDP, the Warden shall notify [REDACTED] of the name and location of the inmate to be executed. [REDACTED] shall be responsible for coordination of activities regarding the delivery of healthcare services to the ISDP.
2. Fourteen (14) days prior to the date of execution, a special section shall be established in the ISDP's medical record for all medical actions.
3. During the fourteen (14) days prior to the date of execution, a nurse shall visit and check on the ISDP during each shift every day. All contacts and observations shall be documented in the special section established in the medical record of the ISDP.
4. During the fourteen (14) days prior to the date of execution, [REDACTED] shall personally observe and evaluate the ISDP five (5) days per week, Monday through Friday. All observations and evaluations shall be memorialized in writing and shall be placed in the special section established in the medical record of the ISDP.
5. During the fourteen (14) days prior to the date of execution, all nursing documentation completed pursuant to #3 above shall be reviewed and initialed by [REDACTED] or his/her designee.
6. During the fourteen (14) days prior to the date of execution, all documentation and observations completed by [REDACTED] shall be reviewed weekly by a [REDACTED].
7. No less than seven (7) days prior to the date of execution, a physical examination shall be completed by [REDACTED] or his/her designee. This evaluation shall include an evaluation of venous access which shall be forwarded to the Warden who will be responsible for providing a copy of the evaluation to the IV team. The original evaluation shall be placed in the special section established in the medical record of the ISDP.
8. No less than seven (7) days prior to the date of execution, a [REDACTED] evaluation shall be completed by a [REDACTED]. Upon completion of the [REDACTED] evaluation, notes and documentation shall be placed in the special section established in the medical record of the ISDP. A copy of the psychiatric evaluation, notes and documentation shall also be forwarded to the Warden.

9. During the fourteen (14) days prior to the date of execution, the [REDACTED] or his/her designee shall personally observe and evaluate the medical condition of the ISDP. All notes of the observation and evaluation of the ISDP by the [REDACTED] or designee shall be placed in the special section established in the medical record of the ISDP.
10. During the fourteen (14) days prior to the date of execution, all medical staff having contact with the ISDP are to immediately notify the Warden, [REDACTED] or their designees of any change in the ISDP's medical or psychiatric condition.